



TANZA WATER DISTRICT

WAREHOUSING CONTROL PROCEDURE

Type of Document: Quality Management System Procedures

Document No.

TWD-QS-AGS-008

Rev. no.

Ø

Page 1 of 6

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
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	<h1 style="text-align: center;">Warehousing Control Procedure</h1>	Document No. : TWD-QP-AGS-008
		Revision Level : Ø
		Page : Page 2 of 6

1.0 OBJECTIVE

This procedure aims to define the standard procedure for holding materials and the processes of counting and transacting the materials as it moved through the TWD warehouse.

2.0 SCOPE

This procedure covers the over-all activities from the actual receipt, checking, storage, protection and issuance of all materials and other necessary items at TWD warehouse.

3.0 DEFINITION OF TERMS

- 3.1 Materials Return Slip – used to return materials that are previously requested.
- 3.2 Office Supplies Request Slip – used to withdraw office supplies from the warehouse.
- 3.3 Preservation - keeping a certain item to protect to any damage and deterioration.
- 3.4 Report on Supplies and Materials Received (RSMR) – report used to summarize supplies, materials and other items received for the whole month.
- 3.5 Report on Supplies and Materials Issued (RSMI) – report used to summarize supplies and materials issued for the whole month.
- 3.6 Stock Card – records of materials on hand.
- 3.7 Store Requisition Slip – used to withdraw materials and supplies from the warehouse.
- 3.8 Warehouse – Storage area of TWD

4.0 REFERENCE DOCUMENTS

- 4.1 Control of Documented Information Procedure
- 4.2 Procurement Control Procedure
- 4.3 Chemical Control Procedure

5.0 RESPONSIBILITY AND AUTHORITY


- 5.1 The Management shall be responsible for providing appropriate and safe place where to store the materials of Tanza Water District.
- 5.2 Storekeeper/Supply Officer shall be responsible for the following:
 - 5.2.1 Ensuring proper handling and storage of materials, tools and equipment at the warehouse.
 - 5.2.2 Preparing the inventory of all warehouse stocks including tools and equipment.
 - 5.2.3 Reporting any possible problem concerning the storage area that might affect the quality of the materials, tools and equipment stored.
 - 5.2.4 Issuance of materials, tools and equipment needed based on operational schedule.

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6.0 PROCEDURE DETAILS

6.1 Receiving and Inspection of Materials

Process Flow	In-charge	Process Description	Records
Start			
Replenishment of Stocks	Storekeeper/ Supply Officer	Shall request for all materials when stocks appear low. <i>Note:</i> The process for the purchasing shall be in accordance with the Purchasing Control Procedure.	Request Form
Inspection of Deliveries	Storekeeper/ Supply Officer	Shall conduct quality inspection and check the following record for completeness: <ul style="list-style-type: none"> • Delivery Receipt • Sales Invoice <i>Note:</i> All material with a nonconforming specification shall be segregated in the reject area and replacement shall be coordinated to the Purchasing Division.	Inspection and Acceptance Report
Recording	Storekeeper/ Supply Officer	Shall update the stock cards of the items. <i>Note:</i> The Storekeeper/Supply Officer shall maintain labeling and tagging of all materials.	Labeling and Tagging
End			

	<h1 style="text-align: center;">Warehousing Control Procedure</h1>	Document No. : TWD-QP-AGS-008
		Revision Level : Ø
		Page : Page 4 of 6

6.2 Request and Issuance of Materials

Process Flow	In-charge	Process Description	Records
Start			
Requisition	Requesting Personnel	Shall accomplish Store Requisition Slip (SRS) to indicate the supplies and materials to be withdrawn. <i>Note:</i> Office Supplies Request Slip (OSRS) shall be used when requesting for office supplies.	Store Requisition Slip / Officer Supplies Request Slip
Checking of Availability of Stock	Storekeeper/ Supply Officer	Shall receive the Store Requisition Slip and verify the availability of the materials using Stock Card.	Store Requisition Slip and Stock Card
Assigning of Control Number	Storekeeper/ Supply Officer	Shall assign a series number for the Store Requisition Slip. <i>Note:</i> The following shall be followed when assigning a series number: XXXX-YY-ZZZ <ul style="list-style-type: none"> XXXX – Year YY – month number ZZZ – 3 digits of the month 	Store Requisition Slip
Gathering of Stocks	Storekeeper/ Supply Officer	Shall collect the supplies/materials requested as per SRS.	
Checking of Issued Stocks	Requesting Personnel	Shall check the supplies issued by the Storekeeper/Supply Officer against the SRS and affix signature at the Received portion of the SRS.	Store Requisition Slip
Updating of Stock Card	Storekeeper/ Supply Officer	Shall update the stock card and the inventory file to reflect the withdrawn materials. <i>Note:</i> Another warehouse personnel shall update the inventory file in the computer.	Stock Card
A			

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<div style="text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">A</div> <div style="width: 100%; height: 100px; position: relative;"> <div style="position: absolute; top: 0; left: 50%; transform: translate(-50%, -50%);">↓</div> <div style="position: absolute; bottom: 0; left: 50%; transform: translate(-50%, 50%);">↓</div> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Inventory</div> <div style="width: 100%; height: 100px; position: relative;"> <div style="position: absolute; top: 0; left: 50%; transform: translate(-50%, -50%);">↓</div> <div style="position: absolute; bottom: 0; left: 50%; transform: translate(-50%, 50%);">↓</div> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center; border-radius: 10px;">End</div> </div>			
	Storekeeper/ Supply Officer	Shall summarize supplies and materials issued and received for the whole month and check if stocks available tally in both stock card and the inventory file in the computer.	Report on Supplies and Materials Received Report on Supplies and Materials Issued
	Storekeeper/ Supply Officer	Shall submit the reports to the Accounting and Cash Management Division (ACMD) together with the SRS for the whole month. <i>Note:</i> For any discrepancy during the inventory process an investigation shall be done and reason shall be indicate din the remarks section of the procedure.	Report on Supplies and Materials Received Report on Supplies and Materials Issued SRS

6.3 Return of Supplies and Materials

Process Flow	In-charge	Process Description	Records
Start			
Return of Materials	Requesting Personnel	Shall accomplish Materials Return Slip (MRS) to indicate the supplies and materials to be returned.	Materials Return Slip (MRS)
Checking of Materials	Storekeeper/ Supply Officer	Shall check and received the returned materials.	Materials Return Slip (MRS)
Updating of Stock Card	Storekeeper/ Supply Officer	Shall update the stock card and the inventory file to reflect the returned materials. <i>Note:</i> Another warehouse personnel shall update the inventory file in the computer.	Stock Card
End			

6.4 Reports

Reports	Frequency	Responsible
Report on Supplies and Materials Received (RSMR)	Monthly	Storekeeper / Supply Officer
Report on Supplies and Materials Issued (RSMI)	Monthly	Storekeeper / Supply Officer
Inspection and Acceptance Report	As need arises	Inspection Team

7.0 PERFORMANCE INDICATORS

- 7.1 Warehouse shall ensure efficient flow of materials in and out and that inventory accuracy can be evidenced by having no discrepancies between actual physical count and warehouse records.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 – Inspection and Acceptance Report (IAR)
- 8.2 Form 2 – Store Requisition Slip (SRS)
- 8.3 Form 3 – Stock Card
- 8.4 Form 4 – Office Supplies Request Slip (OSRS)
- 8.5 Form 5 – Report on Supplies and Materials Received (RSMR)
- 8.6 Form 6 – Report on Supplies and Materials Issued (RSMI)
- 8.7 Form 7 – Materials Return Slip (MRS)

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STORE REQUISITION SLIP

[illegible]

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STORE REQUISITION SLIP

[illegible]

STOCK CARD

[illegible][illegible]

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OFFICE SUPPLIES REQUEST SLIP

[illegible]

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OFFICE SUPPLIES REQUEST SLIP

[illegible]

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OFFICE SUPPLIES REQUEST SLIP

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OFFICE SUPPLIES REQUEST SLIP

[illegible]



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REPORT ON SUPPLIES AND MATERIALS ISSUED			
For the month of _____			
Stock No.	Item	Quantity Issued	Unit
Signature:	Prepared by:	Checked by:	Approved by:
Printed Name:	SAMUEL O. VISTA	KAREN P. MAESTRADO	Engr. MYRNA P. BOBADIILA
Designation:	Supply Officer	DMB - AGSD	General Manager
Date:			

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MATERIALS RETURN SLIP

Division: _____				MRS No.: _____				
AS RETURNED:				AS RECEIVED:				
Stock No.	Qty.	Unit	Description	Qty.	Unit	Amount	Acct. Charge	
Reason: _____								
Signature: Printed Name: Designation: Date:	Returned by:		Approved by:		Issued by:		Received by:	



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MATERIALS RETURN SLIP

Division: _____				MRS No.: _____				
AS RETURNED:				AS RECEIVED:				
Stock No.	Qty.	Unit	Description	Qty.	Unit	Amount	Acct. Charge	
Reason:	Tanza Water District							
	OCT 27 2016							
Signature: Printed Name: Designation: Date:	Returned by:		Approved by:		Issued by:		Received by:	